



JOB POSTING: **Casual/Seasonal Criminal History Technician I positions**

LOCATION: **State Bureau of Identification - Dover**

SALARY: **Casual/Seasonal - hourly position - \$13.44**

Please Note: This is a casual/seasonal position; therefore, there are no other benefits.

This position works 29.5 hours a week.

JOB OPENING: **October 3, 2016**

JOB CLOSING: **October 17, 2016**

NATURE AND SCOPE:

This class is the full performance level clerical position assigned to the State Bureau of Identification responsible for coding, inputting and processing sensitive and confidential criminal reports and criminal history reports and criminal history requests. This position will primarily process applicants, i.e. fingerprint, photograph and process appropriate paperwork.

PRINCIPLE ACCOUNTABILITIES:

Collects, assembles, and performs quality assurance review or entry on criminal reports, final dispositions and name index information into Delaware's computerized criminal justice files.

Performs criminal history background investigations/expungements for various agencies and individuals. Determines what information is required for specific requests according to dissemination laws. Uses the computerized and manual files to retrieve the information.

Visually scans documents, classifies and codes appropriately for data entry.

Files source documents for future referral and retrieval and retrieves source documents for various purposes.

Writes receipts and handles revenue when a fee is involved for the requests being processed. Cover receptionist area responsible for walk-in customers.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general office practices and procedures involving filing and record keeping.

Ability to use a variety of office equipment, including personal computers, copier, fax machine etc.

Ability to learn and abide by the legal and other regulatory provisions governing the sensitive and confidential nature of the work.

Ability to learn proper coding applicable to criminal history, criminal arrest reports and complaint reports.

Ability to learn Delaware Criminal Code and federal laws dealing with criminal history records.

Ability to deal tactfully with government, public agencies and individuals.

MINIMUM QUALIFICATIONS:

High school graduate with training in data entry and typing and six months experience in a data entry office environment.

CONDITIONS OF EMPLOYMENT:

Direct deposit of paychecks is required as a condition of employment. Applicants must be legally authorized to work in the United States. A satisfactory criminal background check is required as a condition of employment. Union Covered Positions - A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join.

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a Delaware State Police Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458 TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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